



## SECRETARY OF STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	SECRETARY OF STATE	<b>RELEASE DATE:</b>	Friday, February 13, 2009
<b>POSITION TITLE:</b>	Chief, Information Technology Division	<b>FINAL FILING DATE:</b>	Wednesday, March 4, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,518.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	02112009_8

### POSITION DESCRIPTION

#### Duties and Responsibilities:

Under the general direction of the Secretary of State, the Chief, Information Technology Division is responsible for the following:

- Statewide automation activities and through subordinate managers, plans, organizes, and directs the operation of complex data processing, automation development and management information programs.
- Develops and recommends policies on automated systems development and maintenance and is responsible for the monitoring, evaluation and modification of these programs.
- Represents the Secretary of State in legislative and other committees on automation, data collection/interpretation and information technology issues.
- Advise program managers in program planning by providing specific expertise on automation options and their impact.
- Provides comparative analyses and trend projects and advises on their appropriate interpretation for decision-making.
- Serves as a key policy advisor in relation to automation issues and participates in the development of overall departmental policies.
- Provides liaison with county officials on the collection and reporting of state election information.
- Develops and implements departmental automated technology to provide superior client services and contain costs through operating efficiencies.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had

permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

*The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:*

The examination process will consist of a Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate education and experience as it relates to the "Evaluation Criteria" listed below. The evaluation will constitute 100% of the candidate's score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All applicants will be notified of the results of this examination. The statement shall be no more than two pages in length and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position.

## **Evaluation Criteria:**

The Statement of Qualifications should indicate total years of experience (and civil service classification, if applicable) performing each of the factors in the evaluation criteria. Candidates should describe in detail their experience relevant to each of the factors listed below, examples should be provided to justify the experience described. The factors that will be utilized in the evaluation are:

1. Describe/give examples of your experience with the planning, development, maintenance, installation and support of large system applications.
2. Describe/give examples of your experience developing and implementing departmental information technology.
3. Describe/give examples how you have developed creative and innovative solutions to a wide variety of management problems.
4. Describe/give examples of your management and leadership skills and how you have demonstrated the ability to function effectively as a member of a top management team.
5. Describe/give examples of your experience directing professional and administrative staff.
6. Give examples of your communication skills and how you may have represented a department

before a wide range of audiences.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### Applications must be submitted by the final filing date to:

SECRETARY OF STATE, Human Resources  
1500 11th Street, Suite 475, Sacramento, CA 95814  
Mike Green | (916) 653-6354 | michael.green@sos.ca.gov

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The SECRETARY OF STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>